

**REQUIREMENTS TO BECOME A LICENSED
USED MOTOR VEHICLE DEALER**

1. Must have an established place of business (an enclosed structure or building) with adequate space to store vehicles (cannot be on sidewalk or in the streets).
2. Must have a business telephone listed in the business name and installed at the place of business which is listed on the application for license. **NO CELLULAR PHONES.** Must notify this commission of any change of telephone number.
3. Must have a permanently affixed sign listing the trade name exactly as that for which a license is to be issued. The sign must be placed in front of the business and clearly visible from the street or roadway at a minimum of 16 square feet (4' x 4') and subject to all zoning laws. **MUST SUBMIT A PICTURE OF PERMANENT SIGN.**
4. Must comply with the local zoning laws. If located inside the city limits a city official must execute the zoning form; if located outside the city limits the police jury must execute the zoning form.
5. Must secure \$20,000.00 surety bond from a surety company licensed to do business in the State of Louisiana. The bond must be executed on our bond form. **ORIGINALS ONLY ACCEPTED.** Please do not write on top part of bond form. Make sure owner has signed & surety company has notarized.
6. Must secure garage liability insurance on all vehicles and motorcycles offered for sale or used in demonstrating or utilizing the streets or roadways in accordance with the financial responsibility laws of this state. **MUST SUBMIT A COPY OF YOUR CERTIFICATE OF INSURANCE AND LIST ALL SALESMEN.**
7. Complete, sign and have notarized all applications. **APPLICATIONS MUST BE COMPLETED AND RETURNED TO THIS OFFICE BY THE DEALER. APPLICATIONS WILL NOT BE ACCEPTED FROM INSURANCE COMPANIES OR TITLE COMPANIES.** You must have at least one licensed salesman.
8. **BUYER LICENSES ARE OPTIONAL.** Anyone attending an insurance salvage auction must obtain a buyer license. Must be a licensed dismantler or a licensed salesman thereof.
9. Seminar Registration form is **mandatory.**
10. Remit the appropriate fees:

Used Motor Vehicle Dealer.....	\$200.00
Salesman.....	25.00
Criminal Check (if applicable).....	35.00
11. Credit cards will not be accepted; cash, check, cashier's check or money order only.
12. Licenses are valid from date issued or January 1st whichever is later and will expire December 31st.
13. **PHYSICAL INSPECTION WILL BE CONDUCTED BEFORE LICENSE IS ISSUED.**